

## **Agreed Entry Involving Support Checklist**

- \_\_\_\_\_ 1. There must be a designation of child support to be paid. The child support order must be stated as an amount per month per child, with and without the processing charge.
- \_\_\_\_\_ 2. The support payments must be made through the Child Support Enforcement Agency.
- \_\_\_\_\_ 3. The Agreed Entry does not contain the following approved language regarding the termination of support: "Notwithstanding section 3109.01 of the Revised Code, the parental duty of support to children, including the duty of a parent to pay support pursuant to a child support order, shall continue beyond the age of majority as long as the child continuously attends on a full-time basis any recognized and accredited high school or a court-issued child support order provides that the duty of support continues beyond the age of majority. Except in cases in which a child support order requires the duty of support to continue for any period after the child reaches age nineteen, the order shall not remain in effect after the child reaches age nineteen. That duty of support shall continue during seasonal vacations."
- \_\_\_\_\_ 4. There must be a specific commencement date for the modification or setting of support for (name child(ren)\_\_\_\_\_).
- \_\_\_\_\_ 5. There must be a specific termination date for the support of (name child(ren)\_\_\_\_\_).
- \_\_\_\_\_ 6. When terminating support, there must be either: A statement that no arrearage or overpayment exists or a statement as to the amount of the arrearage or overpayment as of a certain date and, if applicable, the manner by which the arrearage or overpayment is to be managed.
- \_\_\_\_\_ 7. There must be a specific date for the setting of the arrearage or overage.
- \_\_\_\_\_ 8. When closing an account, the Agreed Entry must state that there is no arrearage or overage and give a specific termination date.
- \_\_\_\_\_ 9. There must be a specific commencement date for the payment of the arrearages.
- \_\_\_\_\_ 10. The following statement must be included: If there is Federal and/or State Aid involved, this entry shall not operate as a bar to any government agency collecting funds due.
- \_\_\_\_\_ 11. The following statement must be included: All child support and spousal support under this order shall be withheld or deducted from the income or assets of the obligor pursuant to a withholding or deduction notice or appropriate order issued in accordance with Chapters 3119, 3121, 3123, and 3125 of the Revised Code or a withdrawal directive issued pursuant to sections 3123.24 to 3123.38 of the Revised Code and shall be forwarded to the obligee in accordance with Chapters 3119, 3121, 3123, and 3125 of the Revised code. The specific withholding or deduction requirements, or other appropriate requirements to be used to collect the support, shall be set forth in and determined by reference to the notices that are mailed by the Court or The Division of Child Support of the Department of Human Services Agency and shall be determined without the need for any amendment to the support order. Those notices and court orders plus the notices provided by the court or agency that require the obligor to notify the Division of Child Support of the Department of Human Services Agency of any change in their employment status or of any other change in the status of their assets, are final and are enforceable by the Court.

Obligor is responsible for making payments directly to The Division of Child Support of the Department of Human Services Agency until such time as a deduction order takes effect. Any

payment made directly to the residential parent and not through the Hamilton County Child Support Enforcement Agency shall be deemed a gift and not credited to the support account.

**EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER. IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY CHILD SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.**

**IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVER'S LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.**

- \_\_\_\_\_ 12. A completed **signed** worksheet and Cash Medical Support Order must be attached even if by agreement no support is ordered.
- \_\_\_\_\_ 13. If no support is ordered, or there is a deviation from the statutory schedule of support, the entry must recite with specificity the reasons why it is in the best interest of the child(ren). Agreement of the parties is **not** a sufficient reason to deviate from the guidelines.
- \_\_\_\_\_ 14. There must be a designation of the appropriate health care order.
- \_\_\_\_\_ 15. A Health Care Verification Form (DR 7.21) containing the policy number must be included.
- \_\_\_\_\_ 16. A **completed** IV-D Application (DHS 7076) which has been signed by the obligee must be submitted.
- \_\_\_\_\_ 17. A **completed** Support Account Data Form (HCDHS 4905) must be submitted.
- \_\_\_\_\_ 18. An Affidavit in Compliance with 3127.23 (DR 2.1) must be submitted (only needed when there's a change of parental rights).